Attachment A

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DOCUMENT DIVISION/ANALYSIS BRANCH

DRAFT

GUIDE

ON

HOW TO WRITE ABSTRACTS AND TITLE EXPANSIONS

Prepared by Working Group on Abstracts

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- Analysis Branch
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SA/DD

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I. Introduction

There is an increasing need to provide the user of the [   ] System with sufficient information on the [   ] tapes to assist him in determining whether or not he needs the full report.

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Since the titles of intelligence reports are often general, vague, or incomplete, clarification or completion of the title is important. In selecting documents from an [   ] tape, specificity in the title is advantageous to the researcher. This may mean expanding titles to include names of people, groups, or organizations, model numbers, places, and dates. When a title expansion is not adequate to provide a clue to the document content, an abstract is necessary. Both the title expansion and the abstract indicate the concepts indexed according to the Intelligence Subject Code. Neither the title expansion nor the abstract is intended to be tautamount to the report itself.

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The objective of this Guide is to standardize the preparation of abstracts and title expansions on [   ] cards. Document analysts will follow the title expansion/abstract rules and criteria outlined in this Guide.

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II. The Abstract

A. Definition

An abstract is a summary designed to guide the researcher in determining the content of the document. It should fulfill the following requirements when applicable:

1) be a clear, concise, orderly statement containing all the essential information of the original report;

2) follow the elements found in news reporting: who, what, where, why and when;

3) reflect and explain the codes selected for indexing in accordance with the Intelligence Subject Code (do not merely repeat the phraseology from the code book but show instead how each code applies to a particular document;

4) indicate the manner of treatment using terms as defined below:

Analysis - separates information into its component parts and relates them to the whole. The reporting office may draw conclusions, but they are not considered evaluated. This term is used with raw information reports.

Evaluation - used only to describe Finished and Basic Intelligence. This term should not be used to describe a raw information report.

Finished Intelligence - documents on a foreign area produced by
    a) evaluating components of intelligence agencies [ ] STAT
    b) Components of other STAT
government agencies and private contractors which have authoratative competence in the subject field.

Basic Intelligence - factual intelligence which results from the collation of encyclopedic information of a more or less permanent nature and general interest which, as a result of evaluation and interpretation, is determined to be the best available. It is Finished Intelligence.

Description - information which gives a mental picture or explanation (i.e., technical characteristics of equipment, composition and function of organizations, layout of installations).

Study - Basic and Finished intelligence reports which provide comprehensive information.

Survey - See study

5) describe the degree of treatment using terms as defined below:

Brief - short, concise, complete
Fragmentary - disconnected, incomplete
Detailed - enumeration of minute particulars

B. Types of Abstracts:

Abstracts are of two types:

1) descriptive, which tells what the document is about (a table of contents type of abstract falls in this category). If a table of contents is provided with the document, and it is not too general, it may be used in an abstract.

2) informative, which reproduces objectively in summarized form specific data, causes and effects, results and conclusions, or recommendations given in the original document.

When the entire document consists of a single sentence, it is advisable to use it verbatim as an informative abstract with the following introductory phrase: document in its entirety states that .... Transmittal type information is an exception to this procedure.

C. Style and Punctuation

1. An abstract must contain complete sentences with proper punctuation. Even in a table of contents type of abstract an appropriate introductory phrase should be used. A useful procedure is to select the key words and sentence(s) from the original document and insert the few additional connections needed for clarity. Many technical and scientific reports are accompanied by abstracts which may be used in full or in part as space permits if they are good.

In writing, keep in mind the following general guidance on style. An abstract should:

a) facilitate rapid reading
b) convey the exact meaning
c) show restraint (no exaggerations);
d) be objective (report what had happened, what has been observed);
e) be clear for future reference.

Always try to use the active voice (i.e., The analyst wrote the abstract instead of the abstract was written by the analyst). Capitalization should present no problem as all words are typed in upper case.

2. Punctuation

The following comments on punctuation are offered because of their importance to this type of writing.

a) The colon is especially useful in summarizing information. It may be employed following a statement which promises information to separate the promise from the actual summary.

b) The comma should be used before "and", "or", and "nor" connecting the last two links in a sequence of three or more. The comma is preferable to the dash.

c) The semicolon is used to separate elements in sequence which have commas within the elements. The semicolon is used in preference to slashes.

D. Position and Length

An abstract will always follow the bibliographic entry (the bibliographic entry is all the information which identifies a document). It will not be paragraphed. Its length is dependent upon the amount of "fixed" information (that information which is always included in the bibliographic entry, when it is available) required for the _____ card. A minimum of 7 lines is necessary for the bibliographic entry. the abstract, then may be as long as 23 lines or, at 5 words per line 115 words. A shorter abstract must be written when the following additional information is available: enclosure notation, multiple source entry, date of information, and source evaluation.

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E. Abbreviations

Abbreviations may be used if their meaning is clear. This applies to individual words as well as dates, names of countries, established organizations, companies, or political parties. In general, the document analyst should use few rather than many abbreviations. When there is any doubt as to clarity, it is better to write the terms in full. Any abbreviation used should be clear for future as well as present reference. Webster's New International Dictionary of the English Language, 2nd edition should be used as a guide in determining abbreviations.

Unusual abbreviations occuring within the title should be expanded within the title rather than at the end.

Some of the abbreviations appearing in the Document Division, Analysis Branch, Source Authority File for use in bibliographic citations may be confusing when used in an abstract (i.e., for. for foreign; off. for office). Therefore, these abbreviations should not be used in abstract writing.

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The following are representative of individual word abbreviations which may be used in abstracts.

Afld	Airfield	Internatl	International
&	And	Mil	Military
Bd	Board	Min	Ministry
Constr	Construction	Plt	Plant
Def	Defense	Prgm	Program
Econ	Economic	Recd	Received
Info	Information	Rpt	Report
Intell	Intelligence	Univ	University

The following are examples of abbreviations of established organizations:

EURATOM	SEATO
ICFTU	UN
NATO	USIB
OAS	WFTU
OEEC	

For additional abbreviations of established organizations, consult the Document Division, Analysis Branch Abbreviation File.

F. Examples of report types, the coding of which must be amplified by an abstract.

1) Memos of Conversation and interviews. Abstract will note name and position of personalities and topics discussed.

2) Opinions, attitudes, comments and policies of individuals, political parties, governments, groups, or newspapers. Abstract will note name of person, party, group, government, or newspaper and show their policies, comments, position, or reactions to a particular situation or event.

3) Area, commodity, industry, transportation and communication study or survey. Abstract will clarify production data, trade, prices, stocks, manpower, etc. for industry and commodity reports. A table of contents type abstract is probably most suitable for the area, transportation, and communications study.

4) Texts of speeches, statements and treaties. Abstract will indicate whose speech, statement and treaty, when and where made as well as why.

5) Summaries of conditions, outlooks, situation reports of an economic political, military, or social nature. A table of contents type abstract will be necessary to indicate all the items discussed and coded. For a short report, a descriptive abstract is preferable, if space permits.

6) Trip reports (this does not include Travel Folder). Abstract will show area covered and observations of reporting officer.

7) Research and development activities. (overall or individual) Abstract will show where activity is taking place, what is being developed, and status of progress.

8) Composition and organization of parties, groups, governments, institutes, or industrial plants. Abstract will note name of party, group, government, institute, or plant; location, structure, program, policy, or any pertinent activity.

9) Interrogation reports. Abstract will note all the codable elements seen or heard by the interrogatee.

10) Untitled reports. The procedure for a report with no title will be to prepare an abstract. The typist will indicate "no title" on the title line.

C. Documents which are never abstracted.

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E. Abstracts on CIA 35-2 forms

The Procedure for a CIA form 35-2 which requires an abstract will be to indicate the title on the title line and write the abstract under it. Mark "abstract" on the CIA form 35-2 so the typist will recognize it as such and type it in the proper position for the [____] card. STAT

The following sample should be used to determine the maximum length of an abstract. The numbers in the left margin indicate the number of lines available for bibliographic entry. The alphabetic designations indicate the position and elements of the bibliographic entry.

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A. document control number
B. source & report number of document
C. primary area
D. date of document
E. document title
F. date of information
G. source evaluation
H. number of pages
I. security classification
J. enclosure notation
K. number of copies
L. batch number
M. date card was typed
N. multiple source entry
O. abstract

Each card contains 30 usable lines, as noted on example. Estimate the number of lines needed for the bibliographic entry of each individual document. This indicates how many lines are available for the abstract. By estimating 5 words for each line, judge the maximum length of the abstract.

II. Title Expansion

A. Definition

A title expansion is the addition of an explanatory word or group of words to the original title. When this addition will provide a sufficient guide to all of the codable contents of the report, it may be used instead of an abstract.

B. Style and Punctuation

A good expansion should show an understanding of the intent and meaning of the original report, should distinguish the important from the less important, should reflect and explain the codes used for indexing purposes, and should be expressed clearly, concisely, and orderly.

A title expansion is necessary for a complex subject, multiple subjects; or a subject so limited that it cannot be explained in a short title. Titles must be expanded if they are too brief or too general to sufficiently describe the subject, or so detailed that they obscure the basic ideas.

Additions may be made within the original title as well as at its end. These additions should be enclosed in parenthesis. A title expansion may be a newspaper headline type of expansion which does not have to be a complete sentence. The closing parenthesis will take the place of a period even when a complete sentence is used. The rules for use of the colon and semicolon given earlier for abstracts also apply to title expansions.

Avoid superfluous introductory words such as: re, comments on, list of, etc. If the expansion becomes too wordy (over 25 words), it should be converted to an abstract.

Use extreme care in writing on a document which is a routed copy since we do not know what further use may be made of the document.

C. Abbreviations

The use of abbreviations in title expansions will follow the same general rules mentioned under abstracts. Abbreviations may be used if their meaning is clear for future as well as present reference. When there is any doubt as to clarity, the terms should be written in full.

D. Examples of items that must be explained through a title expansion.

1) When a code specifies two or more subjects, identify which subject STAT
is applicable in a particular document.

2) When a code is general, specify or explain its applicability to a STAT
particular document.

3) When a subject code is used which does not imply the use of a related
area*, and it is necessary to show the influence of a second country STAT
specify the second country in expanded title.

4) When a document discusses missiles, radar, aircraft, shipyards, or STAT
industrial installations by name, nickname, code name, or model
number, specify these names or numbers in a title expansion (i.e.,

5) When a document concerns borders or boundaries and a country is
bordered by more than one other country specify the particular area
involved. Even internal boundaries should be clearly defined.

6) Identify personalities when name alone is given.

7) Identify political parties, groups and organizations by name.

8) Identify areas by name for urban area studies, port surveys, and area
handbooks.

9) Identify all ships by name.

10) Identify all foreign companies by name (i.e., Caltex in Indonesia).

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*All subject codes require a code to define the area involved. Some subject
codes imply a second area (Export of Coal from USSR to East Germany) which
is indicated by a related area code, which shows relationship between areas
as specified by the subject code, in this case the export code.

IV. The Enclosure Expansion

Expand incomplete or unclear citations when the addition is applicable and makes the enclosure more meaningful. It may be more appropriate to expand the enclosure citation rather than the report title, or it may be necessary to expand both. When the enclosure information is covered in a title expansion it is not necessary to repeat it again with the enclosure notation. The enclosure information will usually be typed following the below illustrations unless the analyst makes an addition. Each enclosure must be judged individually to determine the value of the expansion.

Enclosure information, when it pertains to the title, is typed in the following ways:

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1) 1 encl 1p
2) 1 encl 4p
3) 1 encl 6p
4) 1 encl 8p
5) 1 encl 5p

V. Special Situations

A. Scientific and Technical Reports

Because of a lack of specialized scientific training and understanding of scientific terms for any elaboration, the document analyst is not always able to meet the needs of scientists for detailed, informative abstracts. Therefore, use any accompanying abstract, table of contents, or subject headings. If none of these is given, and the document is too technical to be understood, it is better not to prepare an abstract.

B. Documents which are never title expanded.

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